



## Hawaii Public Housing Authority (HPHA)

*We invite highly motivated individuals to make a difference in the lives of others,  
by joining the team that manages Hawaii's Public Housing Properties.*

### EXEMPT ADMINISTRATIVE POSITIONS

#### **PROPERTY MANAGEMENT & MAINTENANCE SERVICES BRANCH CHIEF**

The Hawaii Public Housing Authority (HPHA) is seeking a highly motivated, innovative and qualified individual that welcomes challenges, to be its Property Management and Maintenance Services Branch Chief. The successful candidate will manage statewide federal state properties; develops and/or revises and implements policies and procedures, rules and regulations which govern the operation of housing management programs in compliance with applicable statutes and procedures for program enhancement. In addition, this position will be responsible for the creation and management of partnerships with community organizations, programs to promote economic opportunity and management practices to ensure the viability of our properties.

##### Minimum Qualification Requirements:

Required Licenses, Certificates, Etc.: Valid Class 3, Hawaii State Driver License or equivalent.

Education: Graduation from an accredited four (4) year college or university with a bachelor's degree in business administration, public administration, social sciences, or closely related field.

Substitution: In lieu of education, work experience may be substituted. For work experience to qualify in lieu of education, the applicant's overall applicable work experience must have a similar scope and responsibility as to conclusively demonstrate that he/she has the ability to perform the duties and responsibilities for which he/she is being considered; e.g. must possess the knowledge, skills, and abilities.

##### Experience:

Supervisory Experience: Five (5) years of supervisory experience which includes: 1) planning and directing the work of others; 2) assigning and reviewing their work; 3) advising them of difficult problem areas, and 4) training and development of employees.

Specialized Experience: Five (5) years of progressively responsible experience in the areas of property management, rental assistance housing programs, budgeting, and fiscal/financial management.

#### **CHIEF FINANCIAL ADVISOR**

The HPHA's Office of the Executive Director is seeking a Chief Financial Management Advisor. The incumbent is responsible for advising the Executive Director on financial direction for all housing programs, management, leadership, and business planning. This position is also responsible for overseeing the compliance and conformance of HPHA to U.S. Housing and Urban Development (HUD) financial and performance standards, statutes, rules and policies, state laws and rules, and other applicable best practice financial standards.

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Minimum Qualification Requirements:

Required Licenses, Certificates, Etc.: Certified Public Accountant designation is preferred. A valid license to drive in the State of Hawaii, preferred.

Education: Graduation from an accredited four (4) year college or university with a bachelor's degree in business administration, finance, accounting or a related field of study. Comparable work experience may be substituted for the educational requirement, subject to review and acceptance by the Executive Director.

Substitution: In lieu of education, work experience may be substituted. For work experience to qualify in lieu of education, the applicant's overall applicable work experience must have a similar scope and responsibility as to conclusively demonstrate that he/she has the ability to perform the duties and responsibilities for which he/she is being considered; e.g. must possess the knowledge, skills, and abilities.

Experience: Five (5) years of progressive administrative and/or analytical experience that involved designing and administering budget or financial systems; analyzing economic, financial and auditing data; modeling and forecasting financial information; establishing internal financial or auditing controls; developing or revising of standards, policies, procedures, and techniques; program analysis and evaluation, program planning, program budgeting or any combination of these areas; directing a program that provides staff advice and assistance; giving technical advice and direction to management; and preparing and making oral presentations.

**CHIEF HOUSING PLANNER**

The Planning and Evaluation Office is responsible for the planning, evaluation and research activities for programs administered by the HPHA. The office compiles, reviews and analyzes statistical, demographic and market data to identify specific levels and types of housing needs within Hawaii; assesses current and future tenant populations; works with other government agencies, developers, and community groups to identify strategies and assess needs; develops legislative proposals and reports in support of the HPHA's plans and programs; processes changes to Hawaii Administrative Rules; and develops and maintains communication with Hawaii's congressional delegation and the state legislature.

The incumbent is responsible for supervising and performing program planning, development, research and analysis in support of HPHA's programs, and includes developing, planning legislative proposals, grant application, reports and rule making decision; reviews and evaluates the HPHS objectives, policies, procedures and programs.

Minimum Qualification Requirements:

Education: Successful completion of a baccalaureate degree program from an accredited college or university in urban or regional planning, public administration, business administration or related fields, with at least 3 semester credit hours in statistical methods and models.

Experience: Two (2) years of progressively complex responsible experience that required the application of research and analysis principles for the formulation of plans and programs, and policy recommendation. Experience must have included the collection and evaluation of an extensive variety of physical, social economic and/or environmental data, determination of public opinion and general community objectives and policies to obtain a comprehensive prospective of conditions and identify problems and opportunities in the area of concern.

Quality of Experience: Possession of required number of years of experience will not in itself be accepted as proof of qualification for the position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

## **RESIDENT SERVICES PROGRAM SPECIALIST**

The Property Management & Maintenance Services Branch is seeking a Resident Services Program Specialist. This position is responsible for overseeing and planning, contracting, collaboration and/or directing support services programs such as safety and crime prevention, case management, counseling, resident councils, social and economic self-sufficiency activities. In addition, this position works directly with the branch manager, public housing managers and public housing associations on tenant program services.

### **Minimum Qualification Requirements:**

**Education:** Graduation from an accredited four (4) year college or university with a bachelor's degree.

**Substitution:** In lieu of education, work experience may be substituted. For work experience to qualify in lieu of education, the applicant's overall applicable work experience must have a similar scope and responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the positions for which he/she is being considered; e.g. must possess the knowledge, skills and abilities.

**Experience:** One (1) year of specialized experience which included the evaluation and integration of data to develop alternatives to meet goals and objectives; responsibility for budget review; initiating correspondence and program policy.

**Required License:** Valid Class 3, Hawaii State Driver License or equivalent, preferred.

## **PROPERTY MANAGEMENT SPECIALIST**

The Property Management & Maintenance Services Branch is seeking a Property Management Specialist. This position is responsible for analyzing proposals for the management service of rental properties; reviewing property management agreements to ensure that all terms and conditions of these agreements are in accordance with State and Federal rules and regulations; and monitoring contracts with private contractors for compliance. Additional responsibilities include coordinating and/or conducting special inspections; resolving complaints; and conducting tenant file reviews to verify compliance with State and Federal regulations of housing programs eligibility.

### **Minimum Qualification Requirements:**

**Education:** Graduation from a four year accredited college or university, preferred.

**Substitution:** Excess work experience as described below which provided knowledge, skills and abilities comparable to those acquired in four years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted for Education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level, complexity, and quality as to assure the possession of comparable knowledge, skills and abilities.

**Experience:** Two (2) years of specialized experience in property evaluation, operation of residential and/or commercial properties including efficient utilization and maintenance of real property which includes property evaluation, preparation of management proposals, solicitation of tenants, planning and execution of protection and maintenance of buildings and grounds.

## **HOUSING CONTRACT SPECIALIST (Construction)**

The HPHA's Contract and Procurement Office is seeking a Housing Contract Specialist to secure construction services for the HPHA's Central Offices. The incumbent is responsible to provide agency-wide administration of all contracts and procurement activities specializing in construction contracts; ensuring that the agency is in compliance with all federal and state procurement laws, program requirements, and all rules and regulations in securing construction services, for the HPHA.

Minimum Qualification Requirements:

Required Licenses, Certificates, Etc.: Valid Class 3, Hawaii State Driver License or equivalent.

Education: Graduation from a four year accredited college or university, preferred.

Substitution: In lieu of education work experience may be substituted. For work experience to qualify in lieu of education, the applicant's overall applicable work experience must have a similar scope and responsibility as to conclusively demonstrate that he/she has the ability to perform the duties and responsibilities for which he/she is being considered; e.g. must possess the knowledge, skills, and abilities.

Experience: Two (2) years of work experience in procuring construction services, preparing and processing contracts, legal documents or notices requiring the knowledge and application of pertinent Federal and State procurement laws, policies and procedures, and contract management.

The above positions are exempt non-civil service and are on continuous recruitment until filled. For consideration, please complete an application and submit to Personnel. You can either download an application from our website, or you can come by our office during normal business hours to pick an application. Business hours are from 8:00am to 4:30pm, Monday through Friday (with the exception of observed holidays). Completed applications can be mailed to the address below.

Competitive compensation package with added benefits with the State of Hawaii.  
Salary to commensurate with training and experience.

**Hawaii Public Housing Authority  
Attn: Personnel Office, Bldg G  
PO Box 17907  
1002 N School Street  
Honolulu, HI 96817  
Fax: 832-5979**